



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12720.2
(046)

08 OCT 1992

NTC GREAT LAKES INSTRUCTION 12720.2

From: Commander, Naval Training Center, Great Lakes

Subj: CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Ref: (a) DOD Directive 1440.1 of 21 May 87 with Changes 1 and 2 incorporated
(b) SECNAVINST 12720.5A
(c) CPI 720
(d) NTCGLAKESINST 12720.1
(e) NTCGLAKESINST 12713.6A

Encl: (1) EEO Program Officials Responsibilities
(2) Hispanic Five-Point Program
(3) Listing of Special Events and Observances
(4) Recruitment Programs

1. Purpose. To issue policy, procedures and guidance regarding Department of the Navy (DON) Equal Employment Opportunity (EEO) Program as it applies at the Naval Training Center (NTC), Great Lakes. References (a) through (e) apply.

2. Cancellation. NTCGLAKESINST 12713.3G.

3. Applicability. The provisions of this instruction apply to all components of the NTC and NTC serviced activities, all civilian appropriated and non-appropriated employees, and applicants for employment.

4. Policy. DON activities will:

a. Accord equal employment opportunity and treatment for all employees and applicants regardless of race, color, religion, national origin, sex, age or disabling condition.

b. Develop and implement affirmative employment programs designed to achieve a workforce which is reflective of our national workforce.



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c. Create a workplace free from discriminatory practices, including sexual harassment, and ensure discrimination complaint procedures are in place to provide adequate counseling and timely processing of all complaints.

d. Assure that complainants, their representatives or witnesses, EEO Counselors, and other EEO program officials will be free from restraint, interference, coercion, discrimination or reprisal at any stage during the presentation and processing of a discrimination complaint.

5. Responsibilities. Responsibilities of EEO Program officials are described in enclosure (1).

6. Equal Employment Opportunity Training.

a. Special Emphasis Program Managers (SEPMs). SEPMs must receive training in basic EEO functions.

b. EEO Counselors. All newly appointed counselors must receive basic EEO Counselor training prior to conducting EEO counseling duties and attend refresher training annually thereafter.

c. Supervisors. All newly appointed supervisors (military and civilian) of civilian employees must receive training in EEO, either prior to or within six months after appointment into a supervisory position. Supervisors must attend the annual mandatory EEO training.

d. Employees. Continuing education training on the prevention of sexual harassment is required for all employees, supervisory and non-supervisory. Reference (d) provides information and requirements regarding training in the prevention of sexual harassment.

7. Affirmative Action Plan. Reference (b) outlines requirements for the Federal Equal Employment Opportunity Recruitment Program (FEORP), Affirmative Action Plan for Disabled Veterans (DVAAP), Affirmative Employment Program (AEP) Plan for Minorities and Women, and Affirmative Action Plan (AAP) for Individuals with Disabilities. Guidance for the implementation of these programs and plans are provided by Echelon 2 commands to subordinate commands and activities.

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8. Special Emphasis Programs (SEPs)

a. SEPs are programs established as integral parts of the overall EEO program to enhance the employment, training, and advancement of a particular minority group member, women or disabled person. Activities and commands must establish SEPs for the Federal Women's Program (FWP), Hispanic Employment Program (HEP), Handicapped Individuals Program (HIP), Asian/Pacific Islander Employment Program (AEP), American Indian/Alaskan Native Employment Program (AIEP), and the Black Employment Program (BEP).

b. Enclosure (2) is the Secretary of the Navy's Five-Point Program established to increase civilian Hispanic employment in the workforce. All commands and activities must support this program.

c. SEP Observances and Events

(1) Enclosure (3) contains a listing of SEP observances and events. NTC supports and encourages the conduct of and participation in programs, special events, observances and other community activities designed to support DON EEO Program goals and objectives.

(2) Payment expenses related to SEPs is authorized in compliance with conditions specified in Comptroller General Decision #B-200017, March 10, 1981 (60 Comp Gen 303), which states payment for artistic presentations are authorized when such events reflect the cultural influence relevant to the celebration of special emphasis observances.

9. Recruiting and Staffing Programs. There are numerous recruiting and staffing programs available to assist supervisors and managers in staffing their organizations to increase representation of protected group members. Use of appointing authorities for appropriated personnel through these programs will provide the flexibility necessary for successful recruitment into a wide variety of occupations and grade levels. They can be an excellent means of meeting activity and command AEP, AAP, and FEORP goals and objectives. Enclosure (4) describes these programs.

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10. EEO Reports. Reporting requirements and appropriate guidance for various EEO reports is provided by Echelon 2 commands.


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Distribution:
NTCGLAKESINST 5216.5K
List I, II (Case B), and V
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EEO PROGRAM OFFICIALS RESPONSIBILITIES

1. Equal Employment Opportunity Officer. The commanding officer or the head of each Department of the Navy activity or command is designated as the Equal Employment Opportunity Officer (EEOO) and is personally responsible for effectively executing EEO policies issued by the Department of the Navy, allocating adequate resources to administer the EEO Program, and issuing policies and statements emphasizing a personal commitment to the EEO Program.

2. Deputy Equal Employment Opportunity Officer. The Deputy Equal Employment Opportunity Officer (DEEOO) serves as the principal advisor to EEOOs on all EEO matters. DEEOOs are responsible for providing leadership and assistance to managers, supervisors, and employees on the effective execution of EEO policies and programs and for assessing program results.

3. Special Emphasis Program Managers. Special Emphasis Program Managers (SEPMS) are responsible for managing and implementing activity or command SEPs designed to increase representation of women, minorities, and persons with disabilities, including veterans. SEPMS may be either full time or collateral duty positions. Duties may include:

a. Advising the EEOO, DEEOO, managers and supervisors regarding employment policies and practices.

b. Working with managers, supervisors, and employees to eliminate barriers and practices that impede equal employment opportunities, including sexual harassment, to employees and applicants and providing training on program goals and objectives.

c. Analyzing barriers facing minorities, women, and disabled persons and recommending corrective action.

d. Developing action items for AEP, AAP, and FEORP Plans and carrying out specific action items designated for SEP.

e. Provide career counseling.

f. Identifying education and training opportunities available through the activity, command or community and providing this information to the workforce.

g. Maintaining liaison with special interest groups for recruitment and information sharing purposes.

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h. Assisting the DEEOO in monitoring the EEO Complaints Program and working with EEO counselors to determine problem areas indicated by complaints.

i. Assisting in the planning of recruitment efforts and participation and attendance at Civil Rights Organizations' Conferences, Technical Job Fairs and developing sources for recruitment, placement, and training in support of identified goals.

j. Participating in internal personnel management evaluations and special studies of employment practices.

4. Equal Employment Opportunity Counselors. Equal Employment Opportunity Counselors are responsible for pre-complaint counseling and fact-finding on informal discrimination complaints and for making every effort to resolve complaints in a timely manner. Reference (e) fully defines the role of an Equal Employment Opportunity Counselor.

5. Civilian Personnel Directors are responsible for developing personnel programs and procedures which execute the Department of the Navy EEO Program, the Affirmative Employment and Affirmative Actions Programs and the FEORP.

6. Supervisors and managers. Supervisors and managers, both military and civilian, are responsible for implementing the Affirmative Employment and Affirmative Action Programs aimed at improving the representation of minorities, women and disabled persons, including veterans, in all areas where they are underrepresented; achieving full integration and greater utilization of minorities, women and disabled persons within their organizations; and creating a workplace free from discriminatory practices, including sexual harassment. Supervisors and managers are responsible for ensuring that discrimination complaint procedures are known and available to all of their employees and that employees receive adequate counseling.

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HISPANIC FIVE-POINT PROGRAM

1. On 16 May 1989, SECNAV called for intensified efforts to increase the number of Hispanics in the Department of the Navy civilian workforce and established a goal of five percent Hispanic representation by Fiscal Year 1992.
2. To achieve the five percent goal, heads of activities and commands are required to ensure the following actions are carried out under the Hispanic Employment Program:
 - a. Demonstrate personal commitment to the Department of the Navy goal of increasing the Hispanic representation rate to 5 percent by 1992.
 - b. Conduct innovative and aggressive recruitment programs.
 - c. Emphasize the objectives of the Hispanic Employment Program through the annual EEO training of supervisors and managers.
 - d. Expand contacts with Hispanic organizations to enlist community support.
 - e. Recognize progress through publicity and awards.

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SPECIAL EVENTS AND OBSERVANCES

1. The following listing includes events related to national and local recruiting, job fairs, college relations and special observances which commemorate the contributions of women, minorities, veterans and disabled persons. The list is not exhaustive, but is intended to be a guide to the events and functions which will assist the Department of the Navy and its activities and commands in communicating Affirmative Employment and Affirmative Action policies, establishing continuing relationships with organizations that have the same objectives in providing for equal opportunity and in recruitment actions designed to seek representation from all groups for positions at every level of the Department of the Navy workforce.

a. Annual Government wide Conference on Perspective on Employment of Persons with Disabilities

b. National Holiday and Special Observance, Martin Luther King's Birthday

c. Annual Meeting, Society of Advancement of Chicanos and Native Americans in Science

d. American Society for Engineering Education (ASEE) College Industry Conference

e. National Black History Month

f. Annual Rio Grande High Technology Minority Fair

g. Annual National Hispanic Career Conference of the Society of Hispanic Professional Engineers (SHPE)

h. New Hampshire College and University Council Job Fair

i. American Legion Conference

j. National Women's History Month

k. Veterans of Foreign Wars Conference

l. International Women's Day

m. National Association of Student Personnel Administrators (NASPA) National Conference

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- n. National Society of Black Engineers Annual Conference
- o. SER-Jobs for Progress, Inc., Annual Conference
- p. American Association of Higher Education (AAHE) National Conference
- q. Cooperative Education Association National Conference
- r. American Society for Public Administration Annual Conference
- s. Federal Government Cooperative Education Conference
- t. Bronx Overall Economic Development Corporation/Minority Job Fair and National Association of Negro Business and Professional Women's Club, Inc.
- u. National Association for Equal Opportunity in Higher Education Conference (NAFEO)
- v. Virginia College Placement Association Spring Conference
- w. Tennessee College Placement Association Annual Conference
- x. Scholarship Banquet Career Fair, Mexican American Engineering Society (MAES)
- y. Midwest College Placement Association (MCPA) Spring Conference
- z. North Carolina Placement Association Annual Conference
- aa. Cinco de Mayo-Special Observance
- bb. Asian/Pacific American Heritage Week - Special Observance
- cc. National Association for Bilingual Education
- dd. Annual Meeting of the President's Committee on Employment of Persons with Disabilities (PCEPD)
- ee. Armed Forces Day - Special Observance
- ff. National IMAGE, Inc., Annual Convention and Training Conference

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- gg. Memorial Day - National and Special Observance
- hh. Southwest Placement Association (SWPA) Annual Conference
- ii. College Placement Council National Conference
- jj. National Action Council for Minority Engineers
- kk. National Council of Hispanic Women Annual Conference
- ll. Eastern College Personnel Officers (ECPO) Spring Conference
- mm. Georgia College Placement Association Annual Conference
- nn. American Society for Personnel Administration National Conference
- oo. National Convention of the Society of Women Engineers and Student Conference
- pp. League of United Latin American Citizens (LULAC) Annual National Conference
- qq. National Association for the Advancement of Colored People (NAACP) National Convention
- rr. Federally Employed Women (FEW) National Training Conference
- ss. National Council of La Raza Annual Convention
- tt. World Future Society Conference
- uu. National Organization for Women (NOW) National Convention
- vv. National Convention of the National Federation of Business and Professional Women's Clubs, Inc.
- ww. Southern Placement College Conference
- xx. Southeastern Federal Recruiting Council
- yy. Disabled American Veterans National Council
- zz. American GI Forum Annual National Convention

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aaa. Organization of Chinese Americans (OCA) National Convention

bbb. National Urban League National Convention

ccc. National Purple Heart Day - Special Observance

ddd. Rocky Mountain College Placement Association (RMCPA) Annual Conference

eee. Military Order of the Purple Heart Annual National Convention

fff. AMVETS Annual National Convention

ggg. Paralyzed Veteran's National Convention

hhh. Blinded Veteran's Association (BVA) Annual National Convention

iii. Blacks in Government Annual National Convention

jjj. Women's Equality Day - Special Observance

kkk. The American Legion Annual National Convention

lll. Midwest College Placement Association (MCPA) Annual Conference

mmm. Annual Outstanding Award Luncheon, National Association of Cuban American Women of the United States

nnn. National Rehabilitation Association (NRA) National Conference

ooo. National Hispanic Heritage Month - Special Observance

ppp. National POW/MIA Recognition Day - Special Observance

qqq. Middle Atlantic Placement Association (MAPA) Annual Conference

rrr. Historically Black Colleges and Universities Annual National Conference

sss. National Employment Law Institute Annual Conference of EEO in Federal, State, and Local Government

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ttt. Annual Conference, Hispanic Association of Colleges and Universities (HACU)

uuu. National Disability Employment Awareness Month

vvv. National Congress of American Indians Annual Convention

www. American Society for Personnel Administration (ASPA) Georgia Regional Conference

xxx. Annual "Outstanding Handicapped Federal Employees of the Year" Award Program

yyy. Eastern College Personnel Officers (ECPA) Annual Conference

zzz. National Association of Student Employment Administrators

aaaa. Hispanic National Bar Association Annual Conference

bbbb. National Association of Schools of Public Affairs and Administration

cccc. American Indian Science and Engineering Annual Conference

dddd. National Women Veterans Recognition Week - Special Observance

eeee. Annual National Conference of Puerto Rican Women

ffff. National Puerto Rican Coalition Annual Conference

gggg. Veteran's Day - National Holiday and Special Observance

hhhh. Society of Hispanic Professional Engineers (SHPE) Eastern Seaboard Regional Conference and Career Day

iiii. American Indian Week - Special Observance

jjjj. American Vocational Education (AVA) Association National Conference

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RECRUITMENT PROGRAMS

1. There are numerous recruiting and staffing programs available to assist Department of the Navy supervisors and managers in staffing their organizations and to increase representation of minorities, women and disabled persons. Use of appointing authorities available through these programs will provide the flexibility necessary for successful recruitment into a wide variety of occupations and grade levels and is an excellent means of meeting activity and command AEP, AAP and FEORP goals and objectives. The Consolidated Civilian Personnel Office can provide specific information on the following recruitment programs regarding appropriated fund positions.

a. Cooperative (Co-op) Education Program. The Co-op Program provides academic preparation and career-related work experience to students in a variety of education and training programs at all educational levels from high school through graduate level. Co-op students are eligible for noncompetitive conversion to the competitive service upon completion of program requirements. (Reference: FPM/CPI Chapter 308).

b. Federal Junior Fellowship Program (FJFP). The FJFP provides graduating high school students who are planning to pursue post high school education an opportunity to learn about their chosen career field through related work experience. To qualify for the FJFP, students must meet financial-need criteria established by OPM. The FJFP is not subject to Object Class 11 payroll controls. FJFP students are eligible for noncompetitive conversion to competitive service upon completion of program requirements. (Reference: FPM/CPI Chapter 308).

c. Stay-in-School (SIS) Program. The SIS Program provides students an opportunity to earn an income in order to continue their education. Students must be enrolled full-time in a high school, vocational school or baccalaureate program and may work part-time when school is in session and full-time during vacation periods. To qualify for the SIS Program, students must meet financial-need criteria established by OPM. (This requirement does not apply to disabled students.) The SIS Program is not subject to Object Class 11 payroll controls. (Reference: FPM/CPI Chapter 308).

d. Summer Employment Program. The Summer Employment Program provides training and work opportunities to students during

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summer months from 13 May to 30 September of each year. This program offers various positions from office support, trade and labor to professional position. (References FPM Chapter 332, Appendix J, and OPM Summer Job Announcement No. 414.)

e. Student Volunteer Service. The Student Volunteer Service provides students an opportunity to gain experience in their chosen field and encourages career exploration. Students enrolled part-time in high school or college can participate in this program with the school's approval. (Reference: FPM/CPI Chapter 308.)

f. Worker-Trainee Opportunity Program (WTOP). The WTOP provides opportunities to low-skilled, economically or educationally disadvantaged individuals. Applicants are placed in one of two job categories: (1) jobs which provide basic training and general career guidance services and (2) developmental jobs which require more specific types of training and developmental experiences which lead to target positions at higher grade levels. Program participants are exempt from Object Class 11 payroll controls. (Reference: FPM Bulletin 713-33 dated 3 October 1975).

g. DOD Science and Engineering Apprenticeship Program (SEAP) (for high school students). The DOD SEAP provides high school students considered to have potential to succeed in careers in science and engineering an opportunity to work in a research, development, test, or evaluation organization. The program is intended to further stimulate a student's interest in science and engineering and establishes relationships between students and active researchers. (Reference: SECNAVINST 12213.7 and DODINST 3218.1 of 29 July 1981 (NOTAL).)

h. Upward Mobility Program. The Upward Mobility program provides a variety of approaches for movement of an underutilized, high potential employee into careers more suitable to their talents, abilities and interests. The primary vehicle entails use of the OPM-approved Navy-wide Training Agreement targeted toward employees who do not meet qualification requirements for the first rung of a career ladder. However, upward mobility may involve any staffing or training program which moves an employee into a field with career growth potential. (Reference: SECNAVINST 12410.21, OPNAVINST 12713.4, and OPM/CPI Chapter 335).

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i. Career Intern Program. In addition to the above programs, there are a variety of centralized Department of the Navy Career Intern Programs available to internal and external candidates in the following fields: Personnel/EEO, Contracts, Logistics and Financial Management. Individual activities or commands also administer Career Intern Programs for their local recruitment needs. (Reference: FPM/CPI Chapter 410).

j. Part-time Career Employment Program. The Part-Time Career Employment Act (Public Law 95-437) was established to provide a variety of flexible and creative staffing options to managers and supervisors. Part-time employment, including job sharing, provides managers with more flexibility in scheduling, especially during periods of leave and training, and a wider recruitment base of highly qualified and motivated candidates. The program can also result in increased productivity, a higher retention rate and less absenteeism. Employee morale is increased by allowing flexibility to parents, students and disabled persons to continue or resume careers and attend to other concerns and responsibilities. (Reference: FPM/CPI Chapter 340).

k. Special Appointment Authorities. The special hiring authorities continued in Schedules A and B provide excellent opportunities for managers and supervisors to respond to affirmative employment program plans, especially in the hiring and recruitment of persons with targeted disabilities. (See FPM Chapters 213, 302, and 306 for details.)

l. Other. Veterans Readjustment Act (VRA). (See FPM Chapter 307).